

St Olaf Lutheran Church
306 2nd Street NW Austin, MN. 55912

We are very pleased to be able to offer the church facilities for your use. In order to help us maintain accurate scheduling and use of the building please complete the following use agreement.

USE OF BUILDING AGREEMENT

Name of Organization/Individual _____

Contact Person _____ Phone _____

Purpose of use _____

Approximate Size of Group _____

Date(s) of Use _____

Time of Use: From _____ to _____
(Please note that adjustments may need to be made because of funerals)

Indicated what rooms will be used:

- | | |
|-------------------------------------|--------------------------------|
| _____ Sanctuary | _____ Classroom (Number _____) |
| _____ Nursery | _____ Chapel |
| _____ Kitchen | _____ Fellowship Hall |
| _____ Kitchenette | _____ Main floor meeting room |
| _____ Other (Please Indicate _____) | |

Indicate what equipment you request to be used:

- | | |
|-------------------------------------|--------------------------|
| _____ Microphone | _____ Overhead Projector |
| _____ Screen | _____ TV/VCR |
| _____ Dishes/Silverware | _____ Coffee Pots |
| _____ Other (Please indicate _____) | |

If you choose to use disposable items i.e. napkins, plates, cups, etc. you **MUST** supply your own.

Smoking is not permitted in the facility/Use of alcoholic beverages is not permitted anywhere on church property.

Any damage to the facilities (including tables and chairs) shall be billed to you at actual repair/replacement cost, plus 10%.

Fees for the use of the church are attached.

Signed _____ Date _____

Address _____ Fee/Deposit Paid \$ _____

_____ Date Paid _____

Approved by _____ Date _____